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Tab E

Sequence of EOD Activities

The procedures in existence prior to 1 July 1956 were as follows:

The 1st day the new employees signed the EOD papers, visited Security to read and sign preliminary documents, have photographs taken.

The 2nd day, the new employee was interviewed individually by the staff of the Clerical Placement Branch, or the Interim Assignment Section, he (or she) was welcomed, questioned covering interest in assignments, advised of probable three weeks' processing in the Interim Assignment Section and scheduled for tests; aptitude, physical, and polygraph, if security clearance had been obtained. The Clerical Placement Branch also stood by to counsel them on personal problems. The Employee Services Branch also advised them - in a group - on housing assistance, etc. During this 1st week new employees were given many aptitude tests by the Testing Services of the Assessment and Evaluation Staff. Depending on the results they entered Clerical Induction Training or Clerical Orientation Training. In between scheduled classes they worked on specific unclassified projects.

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